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MEMORANDUM FOR: All Members or Alternates of the  
OTR Education Committee

SUBJECT : Scheduled Meeting

1. A meeting of the Education Committee will be held on  
18 February 1960 at 0930 hours in the OTR Conference Room, Build-  
ing [REDACTED]

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2. This meeting will consider the attached outlines as some  
of the pertinent areas to be included in the Instructor's Handbook.  
Please look over these outlines in order that you will be familiar  
with proposed coverage in these areas and can make suggestions as  
to possible additions or revisions.

25X1A9a

3. At this meeting we would also like an interim report from  
the committee of [REDACTED] who are studying the  
orientation and briefing policy and procedures for instructional  
personnel new to OTR or returning to OTR from a rotational assign-  
ment.

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[REDACTED]  
Chairman

Distribution

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[REDACTED]

DTR thru PPS

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